



## **MEMORANDUM**

### **Killeen Police Department**

**TO: All Concerned Instructors and Agencies**  
**FROM: Lieutenant Alex Gearhart, Academy Coordinator**  
**DATE: September 16, 2013**  
**SUBJECT: Lesson Plan Preparation and Submission**

All instructors scheduled to teach for the Killeen Police Academy Training Center, regardless of agency or vendor will adhere to the following guidelines in order for the Academy Coordinator to submit the Report of Training to TCOLE for credit.

At least 30 days prior to the start date of the course, the following materials and information must be submitted to the Academy Coordinator for review and approval:

- Lesson Plan Cover Page (see *How to Prepare the Lesson Plan Cover Sheet*), the cover page can be downloaded from the Academy section of our website at [www.killeenpd.com](http://www.killeenpd.com). Follow the format correctly and it will provide us with the necessary information needed to review the Lesson Plan with minimal delay.
- The complete Lesson Plan for our files.
- An Agenda, describing the chronological events of the Course / Instructional Unit.
- Test / Exam (including the answer key), some type of student assessment must be administered in order to measure whether the objective(s) have been accomplished. A pre-test may be applicable in most of these situations.
- Instructor credentials describing the instructor's expertise in the topic being taught, this can be in biography format, briefly describing the areas of expertise.
- Any requests for specialized equipment / material must be requested at this time in order for us to have them available (i.e. printing, videos, vehicles, etc.).
- Any additional revisions or updates must be submitted in addition to the original material, so we may archive the outdated course in its complete format.

#### **Lesson Plan Format:**

- Lesson plans may be submitted on the standard two-column format describing the "Outline" and "Instructor notes" respectively. Lesson Plans in an Outline format are also acceptable.

- Instructors using a PowerPoint or Keynote Presentation should print out their presentation in Outline and Slide Format as a backup. A PowerPoint or Keynote Presentation is not a lesson plan. It is an instructional aid.

The preferred form of submission is digital format via email. If the attachments are too large, then a CD or DVD would be appropriate. The Academy Coordinator will review all material and advise if any additional information is needed for accreditation purposes in order to submit the Report of Training (Roster) to TCOLE for credit. There will be no exceptions to this policy.

At the completion of the course, all test material and a completed roster will be maintained in the course folder.

Thank you for your cooperation in this effort to insure our compliance with TCOLE Rules & Regulations.

Lieutenant Alex Gearhart  
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Killeen Police Academy Training Center  
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